

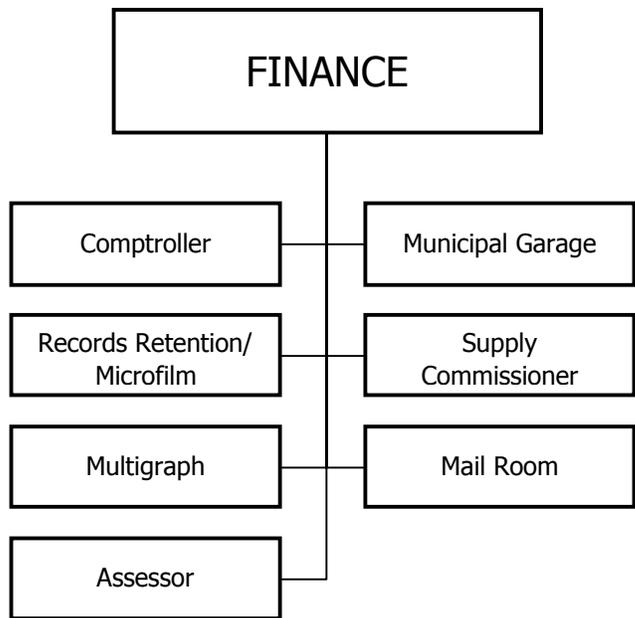
## **DEPARTMENT MAJOR GOALS**

### *EFFICIENT AND EFFECTIVE GOVERNMENT*

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

### *VIBRANT AND DIVERSE ECONOMY*

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



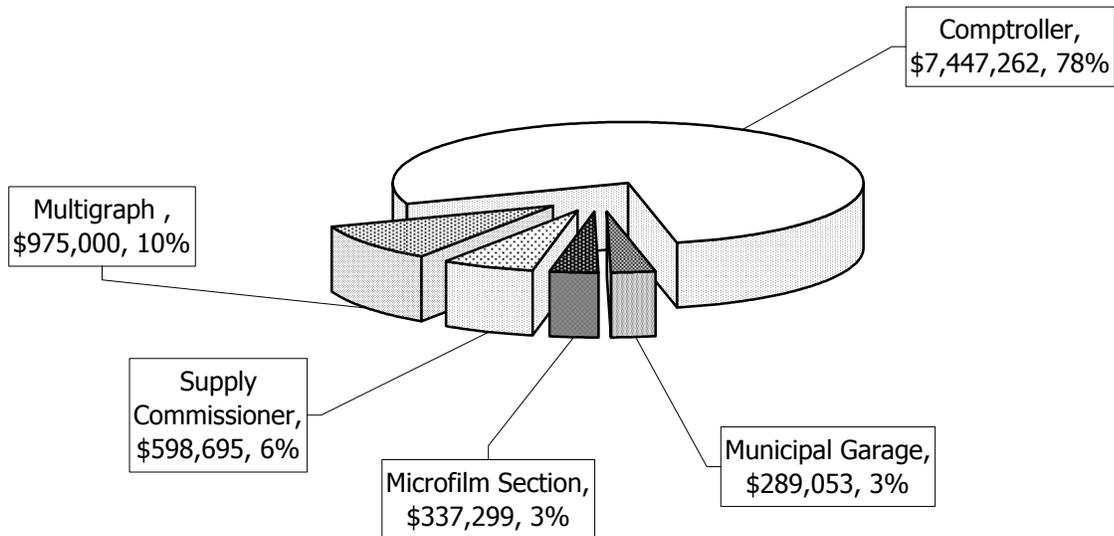
## FINANCE

BUDGET BY DIVISION	ACTUAL FY06	BUDGET FY07	BUDGET FY08
160 Comptroller	7,410,057	7,565,566	7,447,262
162 Municipal Garage	279,251	283,353	289,053
163 Microfilm Section	321,753	331,178	337,299
170 Supply Commissioner	583,219	594,942	598,695
171 Multigraph	900,435	1,084,257	975,000
General Fund	\$9,494,715	\$9,859,296	\$9,647,309
Lateral Sewer Fund	63,034	62,664	67,294
Tax Increment Financings	4,153,313	2,189,131	2,304,779
Trustee Lease Fund	4,956,651	871,300	871,300
Mail Room Service Fund	550,811	813,434	768,860
180 Assessor	4,093,076	4,061,253	4,201,133
Grant and Other Funds	478,924	553,598	2,937,442
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>\$23,790,524</b>	<b>\$18,410,676</b>	<b>\$20,798,117</b>

PERSONNEL BY DIVISION	ACTUAL FY06	BUDGET FY07	BUDGET FY08
160 Comptroller	62.7	59.7	59.7
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	9.7	9.7	9.7
171 Multigraph	11.0	11.0	10.0
General Fund	97.4	94.4	93.4
172 Mail Room	7.3	7.3	7.3
180 Assessor	71.0	71.0	71.0
Grant and Other Funds	22.3	22.3	29.4
<b>TOTAL DEPARTMENT ALL FUNDS</b>	<b>198.0</b>	<b>195.0</b>	<b>201.0</b>

## FINANCE

### FY08 GENERAL FUND BUDGET BY DIVISION

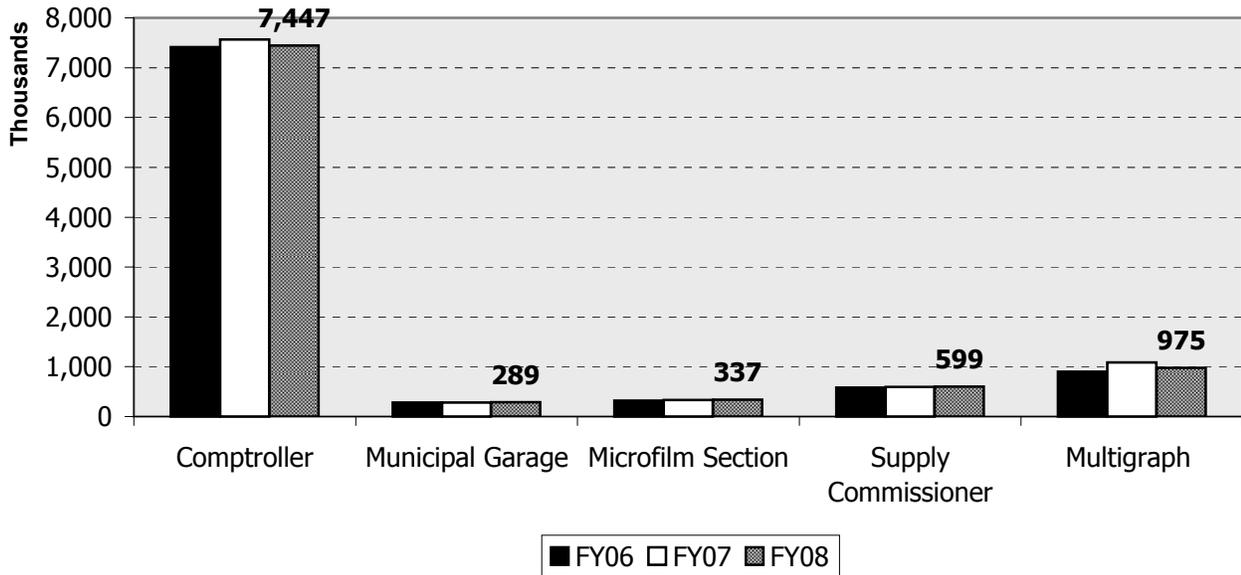


### DIVISION MAJOR HIGHLIGHTS

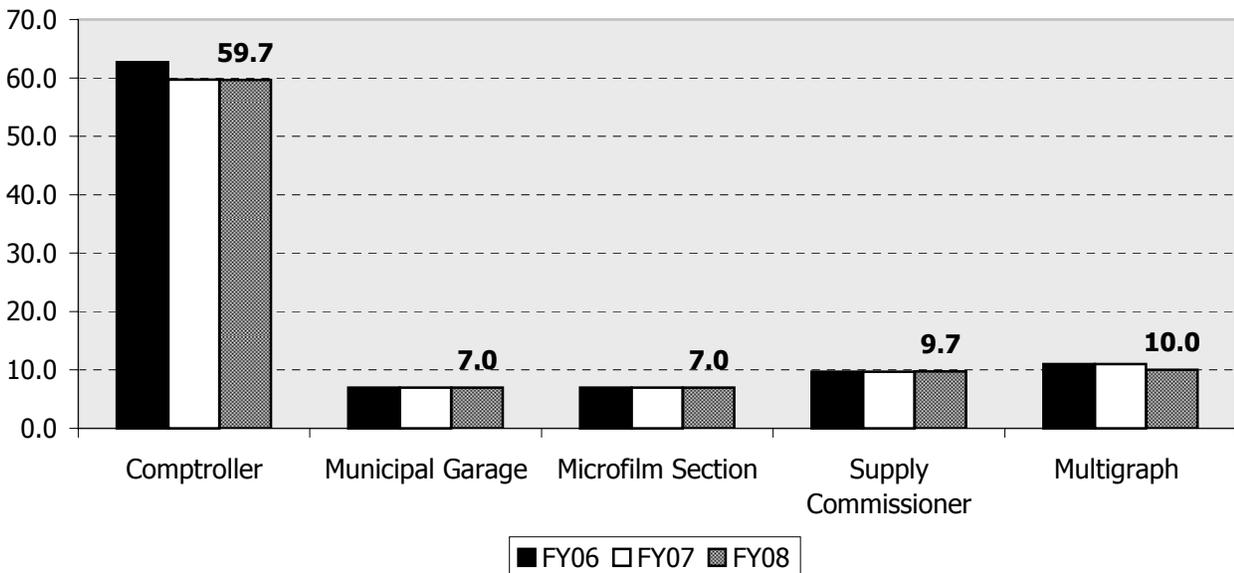
- Assessor to expand personal property section of website to provide information to citizens.
- Multigraph to experience reduced printing costs due to reduced number of elections.
- Full year of funding for Abrams building operations.
- Anticipated opening of Gateway Transportation Center.

## FINANCE

**FY06 - FY08 GENERAL FUND BUDGET HISTORY BY DIVISION**



**FY06 - FY08 GENERAL FUND PERSONNEL HISTORY BY DIVISION**



**Division:** 160 Comptroller  
**Program:** Ø  
**Department:** Finance

## Division Budget **160**

**MISSION & SERVICES**

The Comptroller supervises the fiscal affairs of the City. The division is responsible for accounting, payroll, and auditing functions. The Comptroller's office manages the City's telecommunications services and oversees payment on such items as sewer bills. The Comptroller is a member of the Board of Estimate and Apportionment.

**FY08 HIGHLIGHTS**

The FY08 Comptroller budget includes funding for Abram building maintenance and for Gateway Transportation Center. These operations will be funded through rents from federal agencies and rail and bus service providers respectively.

EXPENDITURE CATEGORY	ACTUAL FY06	BUDGET FY07	BUDGET FY08
Personal Services	3,837,261	3,736,745	3,691,300
Materials and Supplies	27,170	28,734	23,570
Equipment, Lease, and Assets	106,230	110,000	98,500
Contractual and Other Services	3,439,396	3,690,087	3,633,892
Debt Service and Special Charges	0	0	0
General Fund	\$7,410,057	\$7,565,566	\$7,447,262
Local Use Tax Fund	0	23,114	23,061
Lateral Sewer Fund	63,034	62,664	67,294
Tax Increment Financings	4,153,313	2,189,131	2,304,779
Trustee Leases Fund	4,956,651	871,300	871,300
Grant and Other Funds	478,924	553,598	2,937,442
<b>All Funds</b>	<b>\$17,061,979</b>	<b>\$11,265,373</b>	<b>\$13,651,138</b>

**FULL TIME POSITIONS**

General Fund	62.7	59.7	59.7
Other Funds	22.3	22.3	29.4
All Funds	85.0	82.0	89.0

PERFORMANCE MEASUREMENT	ACTUAL FY06	ESTIMATED FY07	ESTIMATED FY08
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**Division:** 162 Municipal Garage  
**Program:** Ø  
**Department:** Finance

## Division Budget **162**

**MISSION & SERVICES**

The division is responsible for the maintenance of the Municipal Garage and the City owned vehicles located in the garage.

**FY08 HIGHLIGHTS**

In FY08 no budget changes are anticipated for the Municipal Garage.

EXPENDITURE CATEGORY	ACTUAL FY06	BUDGET FY07	BUDGET FY08
Personal Services	264,114	262,203	267,903
Materials and Supplies	9,462	10,150	10,150
Equipment, Lease, and Assets	1,041	2,500	2,500
Contractual and Other Services	4,634	8,500	8,500
Debt Service and Special Charges	0	0	0
General Fund	\$279,251	\$283,353	\$289,053
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$279,251</b>	<b>\$283,353</b>	<b>\$289,053</b>

**FULL TIME POSITIONS**

General Fund	7.0	7.0	7.0
Other Funds	0.0	0.0	0.0
All Funds	7.0	7.0	7.0

PERFORMANCE MEASUREMENT	ACTUAL FY06	ESTIMATED FY07	ESTIMATED FY08
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**Division:** 163 Microfilm  
**Program:** Ø  
**Department:** Finance

## Division Budget **163**

**MISSION & SERVICES**

Microfilm is responsible for scanning documents and maintaining and providing records in the archival library. The division provides document reproduction and general copying services.

**FY08 HIGHLIGHTS**

In FY08 Microfilm will scan and retain City records. The division will also maintain a library of microfilmed documents.

EXPENDITURE CATEGORY	ACTUAL FY06	BUDGET FY07	BUDGET FY08
Personal Services	262,397	262,178	268,299
Materials and Supplies	8,008	20,000	20,000
Equipment, Lease, and Assets	26,295	37,000	37,000
Contractual and Other Services	25,053	12,000	12,000
Debt Service and Special Charges	0	0	0
General Fund	\$321,753	\$331,178	\$337,299
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$321,753</b>	<b>\$331,178</b>	<b>\$337,299</b>

**FULL TIME POSITIONS**

General Fund	7.0	7.0	7.0
Other Funds	0.0	0.0	0.0
All Funds	7.0	7.0	7.0

PERFORMANCE MEASUREMENT	ACTUAL FY06	ESTIMATED FY07	ESTIMATED FY08
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**Division:** 170 Supply Commissioner  
**Program:** Ø  
**Department:** Finance

## Division Budget **170**

**MISSION & SERVICES**

The Supply Commissioner is responsible for the procurement of all supplies and equipment and equipment maintenance.

**FY08 HIGHLIGHTS**

In FY08 the Supply Commissioner will have 100% of contracts in place prior to the expiration date.

EXPENDITURE CATEGORY	ACTUAL FY06	BUDGET FY07	BUDGET FY08
Personal Services	568,654	575,842	579,595
Materials and Supplies	2,724	3,000	3,000
Equipment, Lease, and Assets	6,667	7,300	7,300
Contractual and Other Services	5,174	8,800	8,800
Debt Service and Special Charges	0	0	0
General Fund	\$583,219	\$594,942	\$598,695
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$583,219</b>	<b>\$594,942</b>	<b>\$598,695</b>

**FULL TIME POSITIONS**

General Fund	9.7	9.7	9.7
Other Funds	0.0	0.0	0.0
All Funds	9.7	9.7	9.7

PERFORMANCE MEASUREMENT	ACTUAL FY06	ESTIMATED FY07	ESTIMATED FY08
MBE bid participation	2.77%	2.50%	2.50%
WBE bid participation	9.79%	5.00%	5.00%

**Division:** 171 Multigraph  
**Program:** Ø  
**Department:** Finance

**Division Budget 171**

**MISSION & SERVICES**

Multigraph provides forms, brochures, letterheads, and information materials. Multigraph provides typesetting, graphic design, photography, press work, and bindery services. Multigraph is responsible for writing specifications and bids for specialized printing to private vendors.

**FY08 HIGHLIGHTS**

In FY08 Multigraph will experience reduced printing costs because of an off election year.

<b>EXPENDITURE CATEGORY</b>	<b>ACTUAL FY06</b>	<b>BUDGET FY07</b>	<b>BUDGET FY08</b>
Personal Services	495,096	543,555	522,929
Materials and Supplies	142,037	200,000	177,847
Equipment, Lease, and Assets	50,864	48,252	53,252
Contractual and Other Services	212,438	292,450	220,972
Debt Service and Special Charges	0	0	0
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General Fund	\$900,435	\$1,084,257	\$975,000
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$900,435</b>	<b>\$1,084,257</b>	<b>\$975,000</b>

**FULL TIME POSITIONS**

General Fund	11.0	11.0	10.0
Other Funds	0.0	0.0	0.0
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All Funds	11.0	11.0	10.0

<b>PERFORMANCE MEASUREMENT</b>	<b>ACTUAL FY06</b>	<b>ESTIMATED FY07</b>	<b>ESTIMATED FY08</b>
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**Division:** 172 Mail Room  
**Program:** Ø  
**Department:** Finance

## Division Budget **172**

**MISSION & SERVICES**

The Mail Room coordinates both outgoing City mail and mail between City offices. The division offers an inserting service.

**FY08 HIGHLIGHTS**

The Mail Room anticipates replacing a mail service van in Fy08.

EXPENDITURE CATEGORY	ACTUAL FY06	BUDGET FY07	BUDGET FY08
Personal Services	239,176	283,934	292,160
Materials and Supplies	2,246	4,000	6,200
Equipment, Lease, and Assets	15,843	25,000	0
Contractual and Other Services	293,546	500,500	470,500
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$550,811	\$813,434	\$768,860
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$550,811</b>	<b>\$813,434</b>	<b>\$768,860</b>

**FULL TIME POSITIONS**

General Fund	0.0	0.0	0.0
Other Funds	7.3	7.3	7.3
All Funds	7.3	7.3	7.3

PERFORMANCE MEASUREMENT	ACTUAL FY06	ESTIMATED FY07	ESTIMATED FY08
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**Division:** 180 Assessor  
**Program:** Ø  
**Department:** Finance

## Division Budget **180**

**MISSION & SERVICES**

The Assessor's mission is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous manner. In every odd year the Assessor will assess all real property located within the City.

**FY08 HIGHLIGHTS**

In FY08 the Assessor will expand the personal property section data available on the Assessor's Office website to provide information regarding filing of personal property tax returns, obtaining tax waivers, assessment procedure, and payment of tax bills.

EXPENDITURE CATEGORY	ACTUAL FY06	BUDGET FY07	BUDGET FY08
Personal Services	3,478,424	3,436,786	3,510,487
Materials and Supplies	33,334	30,312	38,206
Equipment, Lease, and Assets	17,759	22,655	13,500
Contractual and Other Services	563,559	571,500	638,940
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,093,076	\$4,061,253	\$4,201,133
Grant and Other Funds	\$0	\$0	\$0
<b>All Funds</b>	<b>\$4,093,076</b>	<b>\$4,061,253</b>	<b>\$4,201,133</b>

**FULL TIME POSITIONS**

Other Funds	71.0	71.0	71.0
All Funds	71.0	71.0	71.0

PERFORMANCE MEASUREMENT	ACTUAL FY06	ESTIMATED FY07	ESTIMATED FY08
Residential real estate inspections	34,419	25,000	36,000
Commercial real estate inspections	3,888	3,100	3,800